

MANAGEMENT STAFF
RECORDS MANAGEMENT STAFF

Accomplishments Jan-June 1955

1. Correspondence Management.

- a. Distributed the brochure, "Correspondence Management." Continuing promotional efforts have resulted in top-level recognition of the need for improved correspondence practices.
- b. The continuing promotion of Letterex increased average monthly usage 100%. Over 4,000,000 sets were used in FY55.
- c. Conducted a headquarters-wide test of smudge proof hectograph masters, evaluated the results, and recommended that they be stocked. This will make available a higher quality non-soiling master.
- d. Correspondence Style and Procedures, was completed and distributed. The Logistics Office used the handbook to conduct a training session and the Office of Training will use it for refresher and entrance-on-duty courses.
- e. Collaborated with the Offices of Training and Personnel in fostering headquarters-wide interest in effective writing. Furnished material for a lecture on staff writing given by the Office of Personnel. Spoke at meetings of Training Liaison Officers.
- f. Twelve hundred copies of the handbook Plain Letters, developed by GSA for government wide use, were distributed to principal organizational units. This handbook will help improve the efficiency of agency letters thru the use of plain workaday english.

25X1

2. Reports Management.

- a. Effective controls over the creation of reports were established in the Office of the Comptroller. Existing requirements for reports were inventoried and are being analyzed.

2. Reports Management. (cont'd)

- b. The Office of the DD/S and DD/I have been furnished plans for programs encompassing all of their components.
- c. Publication of the manual, Operating an Area Reports Management Program, was completed and covers the development of guides for installing and operating area programs.
- d. Analyzed reports required of the Incentive Awards Staff and recommended simplified graphic reporting for weekly reports and punched card recording of awards data.
- e. Revised the work reporting requirement placed upon the Records Center for the accountability of National Intelligence Survey materials; saved 660 man-hours with estimated savings of \$1257.

3. Forms Management.

- a. Developed and distributed informational, promotional, and regulatory materials.
- b. Expedited the conversion of 498 forms (188 during the past six months) to the new simplified numbering system.
- c. Defined and promoted standards for printing, procuring, storing, issuing and utilizing forms resulting in standard sterilization practices, greater utilization of forms of other Government agencies, direct distribution of new and revised forms to Building Supply Officers, conservation of supplies of forms, adjustments of stock levels and establishment of more realistic reorder points.
- d. Assisted nine offices in establishing or substantially improving Area Forms Management Programs.
- e. Completed six special forms management studies and surveys, one of which was a clandestine project of unusual sensitivity.

3. Forms Management. (cont'd)

- f. Further refined formats and improved reporting procedures for the Clandestine Services and Office of Operations Information Reports, leading to additional annual savings of approximately \$5,000 in printing and related costs and substantial but unevaluated savings in preparation and processing time. Developed specialized new forms and systems to obtain comprehensive customer evaluations of these reports.
- g. Published a tentative draft and coordinated Agency-wide, proposed numerical indexes of standardized current and obsolete forms. Completed preliminary development of a functional index.
- h. Studied forms requirements for the FE Area, including methods and costs of shipment. Subsequent evaluation of data may lead to more effective programming, possible decentralization of procurement, storage and related facilities, decreased shipping costs, etc.
- i. Provided review, analysis, design and procurement services covering 169 new forms, 237 revised forms, and 241 reprinted forms resulting in the procurement of 11,786,075 copies.
 - (1) Eliminated 40 Agency forms and declared 17 forms of other Government agencies (including Standard Forms) to be no longer applicable to CIA. ✓
 - (2) The average annual forms usage was reduced from 22,064 copies per form in FY53 and 17,442 in FY54 to 11,677 in FY55 for a total reduction of 2,888,816 copies during the last fiscal year despite a 40% increase in the total number of active forms. ?
 - (3) The number of approved reprint actions was reduced during the fiscal year by approximately 43%. Improvements to forms and procedures resulting from the Forms Reprint Review Program will save an estimated \$100,000 per year.

177 Million FY 55

✓ h. File Standards.

- a. Issued [] Heavy Duty Folders. This notice established a single heavy duty folder for use in lieu of the many types previously ordered. Economies in procurement and storage were effected. 25X1
- b. A fiscal year reduction of 84.2% in the number of cabinets issued for a total difference of \$405,969 in actual cost was realized in part as the result of the following:
 - (1) Issuance of a poster "Save Safe Space."
 - (2) Issuance of [] Procurement and Use of Filing Cabinets. 25X1
 - (3) Cancellation of an order for 30 receding door safes on the basis of the improved security features of new four drawer safes.
- c. 1400 portable desk trays were purchased and distributed with a flyer illustrating their use and convenience. Evaluation of the project is pending but estimated saving in safe space is \$24,500.
- d. In collaboration with the Training Office, initiated two continuing programs for new personnel covering installation and use of the Agency Filing System.
- e. Recommended and installed improvements for the maintenance of certain Central Processing Branch records.
- f. Revised a purchase order to eliminate key lock on standard cabinets for savings of \$305.00
- g. The average cost of folders for the fiscal year was 4.44 as compared to 7.54 paid during the year prior to standardizing these items. On the basis of these average prices, saving of \$16,360 were effected in addition to the economies resulting from simplified procurement, warehousing and handling requirements.

5. Surveys

- a. A survey was made of Cable Reference, Disposition, and Vital Materials Requirements in the Office of Communications. This resulted in the continuing deposit of current cable traffic and the correction of microfilming difficulties being experienced.

6. Vital Materials.

- a. Established deposit schedules for 3 additional offices. Adequacy and current condition of the program are reflected by the limited criticism following operation alert and by deposits during the past six months of approximately 186,200 sheets of paper, 1,108,585 tabulating cards and 932 reels of film.
- b. Conducted seven test runs to the Repository for selected DD/P personnel.
- c. Assisted Commanding Officer at WTC in operation of vital materials vault during "Operation Alert"

7. Microfilming Program.

- a. Completed a survey of microfilm operations at headquarters and established a program for the control of such operations. Results to date are as follows:
 - (1) Effected savings of \$9,500 through the review of requisitions for equipment.
 - (2) Instituted a preventive maintenance program for microfilm equipment.
 - (3) Arranged for the procurement and stocking of less expensive microfilm readers which will result in savings of \$500 for each. Based on previous experience this will provide annual savings of \$2,000.
 - (4) Cancelled 2 rental cameras for annual savings of \$960.
 - (5) Substituted more suitable equipment on four projects which resulted in saving of labor, film and transportation time.

7. Microfilming Program. (Cont'd)
 - (6) Instructed 10 persons in the use of portable microfilm equipment for special assignments in domestic and overseas operations.
 - (7) Inspected and serviced equipment in sensitive areas.
8. Records Systems.
 - a. Developed and installed a library classification plan in the Office of the General Counsel and trained personnel for continued maintenance.
 - b. Recommended a revised file maintenance plan for active medical folders. Approval of recommendations pending.
 - c. Surveyed Registry requirements for the Office of the DE/S and installed approved recommendations.
 - d. Established an index to Management Staff reference material.
9. Employee Suggestion Program. a. Approved five of 24 suggestions resulting in estimated saving of \$560.
10. Records Disposition.
 - a. Conducted records disposition surveys and prepared records control schedules in four offices. These surveys resulted in the activation of plans for reduction in requirements for office space, filing equipment and file personnel thru the continuing transfer of inactive records to the Records Center. Disposition plans for the four offices completed covered an accumulation of 12,144 cu. ft. of records, the equivalent of 1518 safe cabinets valued at \$367,000. Surveys for four additional offices are in process with estimated holdings of 26,262 cu. ft. of records. This is the equivalent of 3270 cabinets valued at \$780,000.
 - b. Developed and distributed instructional and publicity material on the advantages of disposing of inactive files and records.

11. Records Center.

- a. Transferred approximately 19,000 cu. ft. of records to new location during April 1955. This is recognized as the largest transfer of classified material ever accomplished by the Federal Government.
 - (1) Courier service established providing for the daily transfer of inactive records from headquarters offices to the Records Center and for service on inactive records.
 - (2) Telecommunications established for use in the event of an emergency or when a request cannot be expedited by normal handling.
- b. Received for storage 3,127 cu. ft. of inactive records and finished intelligence. This volume is equivalent to 390 four drawer safe cabinets valued at \$92,750 and occupy office space costing an estimated \$7,400 annually.
- c. Provided headquarters offices service on 54,272 requests for information from materials in the Records Center.